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PR-2022-0402-25277



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: **ODAS**Section/End-User: **Aiza B. Besavilla**Funding Source: **General Fund - MOOE**PR No.: **GF-2022-04-00391**Date: **04-02-2022**Category: **Office Furniture
& Fixture**Project Title/Code: **ODAS-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Metal filing shelves, open, 4 layers	unit	2	10,000.00		20,000.00
Specification: 185cm (H) x 90cm (W) x 45cm (D), with back and side cover						
2	Office Table with 3 drawers, 150cm (W)x 70cm (D) x 75cm (H)	unit	1	14,999.00		14,999.00
Specification: ?Office Table, 3-drawers side by side, 1 drawer at the center, material: wood						
3	Senior Executive High back chair	pc	2	6,500.00		13,000.00
Specification: ?double-layer cushion with leatherette armrest, ?with back-rest reclining adjustment and knee tilt mechanism						
4	Steel Cabinet, 4 drawers, Dark Green	pcs	2	8,500.00		17,000.00
Specification: ?at least 45.2x 62 x 133.1cm (LWH) ?Vertical ?preferably dark green color						
TOTAL						64,999.00
Purpose: For Office Use.						
Checked by: LEO A. MAMOLO TWG - Office Furniture & Fixture				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	AIZA B. BESAVILLA		RYSAN C. GUINOCOR		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	